

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **AGING SERVICES AIDE**

Jurisdictional Class: **Labor**
Date Adopted: **February 1975**
Date Revised: **8/1/06; 02/07/07**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **7**

DISTINGUISHING FEATURES OF THE CLASS: This position involves sub-professional work in support of office for the aging activities. The work is performed under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Engages in office and clerical activities in support of the needs of the Office for the Aging staff and programs;
Works directly with older persons or their delegates to help meet needs;
May perform duties involving distribution of home delivered meals, working at one of the meal sites;
Upon interactions with the seniors reports any known needs to professional staff;
Distributes and relates information about resources and services available in the community;
May assist in obtaining services for individual older persons.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of geographic area served by the Office for the Aging and its social conditions; Working knowledge of programs and services available through the office for the aging and other services providers; Working knowledge of the characteristics, needs and interests of older persons; Ability to handle sensitive human problems; Good communication & organizational skills.

MINIMUM QUALIFICATIONS: None required.

SPECIAL REQUIREMENTS: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.